



**DEPARTMENT OF PERSONNEL**

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**MEMO PERD #16/99**

**MEMORANDUM**

TO: Elected Officials  
Department Directors  
Division Administrators

FROM: John P. Comeaux, Director  
Department of Administration  
Jeanne Greene, Acting Director  
Department of Personnel

DATE: April 21, 1999

SUBJECT: STALE CLAIMS/POSITION RECLASSIFICATIONS

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As you know, retroactive salary increases due to reclassification of positions can result in stale claims against the State's accounting system. These claims must be reviewed and approved by the Board of Examiners.

Governor Guinn and the other members of the Board of Examiners have expressed concern regarding the number of stale claims representing retroactive classification activity, as well as the length of time these employees have had to wait to realize the benefit of upward reclassification. The vast majority of these claims are a result of agency delays, i.e., agencies holding NPD-19's for over a year before submitting them to the Department of Personnel. Consequently, the Board of Examiners has directed reclassification activity be handled in a manner that is expedient and provides appropriate and timely compensation to employees who have been assigned higher-level duties.

The Department of Personnel is available to assist you with any questions or concerns you may have regarding policies, procedures and deadlines involved in processing reclassification requests. Likewise, the Budget Division is available to address the budgetary concerns associated with position reclassification.

Thank you for your renewed attention and assistance in ensuring timely classification decisions and reducing the number of stale claims.

JG:dd

cc: Agency Personnel Liaisons  
Agency Personnel Representatives